

Exhibit 134

On-Site Contract Monitoring Worksheet

Facility/EMCF: Month/Year January/2017

Contract Monitor Vernell Thomas

		CONTRACT MONITORING ASSESSMENT	Rating	Corrective Action Required	Comments	Due Date
28	E	Request forms are available to offenders.	C			
29	F	Offender funds and personal property.				
30	A	Inventory personal property/funds is maintained.	C			
31	B	Inventory valuables documented on receipt.	C			
32	C	Offender's property sequestered for contraband.	C	without the offender being present		
33	E	Offender funds are deposited into the appropriate account.	C			
34	F	Offender personal property is appropriately secured.	C	property is constantly lost allegedly	away	
35	G	Commissary.				
36	A	Only MDOC approved items are stocked in Commissary.	C			
37	F	Offender files are maintained for each new arrival.				
38	A	Offender files present/created for each new arrival.	C			
39	B	Offender files contain documents generated during custody.	C			
40	C	Offender files maintained in a secure area.	C			
41		Physical Plant				
42		Security outposts located in or immediately adjacent to offender living areas to permit officers to see or hear and respond promptly to emergency situations.	NC	Camera set up need work		asap.
43	A	Personal contact and interaction between staff and offenders is required and facilitated.	C			

On-Site Contract Monitoring Worksheet

1

Facility/EMCF Month/Year January/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/Comments	Due Date
Institutional Operations				
45	9. Emergency Plans	C		
46	A. Staff trained, and able to identify signs of offender unrest.	C		
47	B. Written plans locate emergency shut off valves and switches.	C		
48	C. Evacuation routes primary and secondary	C		
49	D. A complete set of emergency plans is up to date and available.	C		
50	E. Facility conducts mock emergency exercises throughout the year to test specific plans.	C		
51	F. Staff work stoppage plan is available.	C		
52	G. The facility meets annually with local, state, & federal officials to discuss MOUs and cooperative contingency plans.	C		
53	10. Environmental Health and Safety			
54	A. System for storing/issuing/maintaining hazardous materials.	C		
55	B. Complete inventories of hazardous materials maintained.	C		
56	C. A complete list of MSDS readily accessible to staff and offenders.	C		
57	D. Fire prevention/control/evacuation plan.	C		
58	E. Fire alarm system is operational.	C		
59	F. Conduct fire/evacuation drills according to schedule/standard.	C		
60	G. Staff trained to prevent contact with blood and bodily fluids.	C		
61	H. Emergency generators are tested bi-weekly.	C		
62	I. Every employee and offender using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	C		
63	J. Safety Office (or officer) maintains files of inspection reports, including corrective actions taken.	C		
64	K. Facility appears clean and well maintained.	C		
65	L. All flammable and combustible materials (liquid and aerosol) are stored and used according to label recommendations.	C		
66	11. Transportation			
67	A. Documentation indicating safety repairs are completed immediately and vehicles are not used until they have been repaired and inspected, is available for review.	C		
68	B. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	C		
69	C. Vehicles have 2 way radios, cellular telephones, equipment boxes in accordance with the Use of Force standard.	C		
70	D. Vehicles have written contingency plans on board.	C	Transportation officers have access to cell phones	

3

DEF-311885

JTX-0061

On-Site Contract:Monitoring Worksheet

Facility/EMCF		Month/Year	January/2017	Contract Monitor	Vernel Thomas
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DEF-311886

On-Site Contract Monitoring Worksheet

1

Facility/EMCF Month/Year January/2017

Contract Monitor Vernel Thomas

3	CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/ Comments	Due Date
	15	16			
99	15	16			
100	A. Maintain inventories of all keylocks/locking devices.	C			
101	B. Emergency keys are available for all areas of the facility.	C			
102	C. Cht system used to issue security equipment/keys/radics.	C			
103	D. Policy regarding restricted keys present and followed by staff.	C			
104	E. Facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	C			
105	F. Locks and locking devices are continually inspected, maintained, and inventoried.	C		unit one control panel is still out	
106	G. Offender counts				
107	A. Staff conduct formal count at least once per 8 hour shift/3x per day.	NC			asap
108	B. Recount conducted when incorrect count is reported.	C			
109	C. Face to photo count conducted as necessary.	NC			asap
110	D. Each offender positively identified during count.	NC		staff do not take items down that are hanging, therefore they cannot see in the cell to verify offenders	asap
111	Post Orders				
112	A. Every post has a post order, current & signed by the facility administrator.	C			
113	B. Housing unit officers record offender activity in a log as directed by MDOC SOP.	NC		has improved	
114	C. Supervisor visits each housing area once per shift.	NC			
115	D. Staff sign post orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.	C			
116	E. Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.	C			
117	F. Special Management Units				
118	A. Written order/detention notice accompanies offender, placed in SMU.	C		has improved	
119	B. SMU reviews are conducted in a timely manner (7/30/other).	NC		Has improved	
120	C. Verify that no offenders are double called in segregation without authorization of DCI.	C			
121	D. Admin SMU offenders enjoy same privileges as gen pop.	C			
122	E. Offenders in SMU have access to legal materials.	C			
123	F. Offenders in SMU retain visiting privileges.	C			
124	G. Maintain a permanent log regarding offender related activities.	NC			
125	H. Written order accompany offender placed in disciplinary SMU.	NC			
126	I. Offenders in disciplinary SMU have access to legal materials.	C			
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5

DEF-311887

JTX-0061

On-Site Contract Monitoring Worksheet
 Facility/EMCF Month/Year January/2017

		Contract Monitor Vernell Thomas	
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120	129	130	131
CONTRACT MONITORING ASSESSMENT		Rating	Due Date
Offenders in disciplinary SMU retain designated privileges as per MDOC SOP.		C	
The facility administrator (or designee) visits each SMU daily.		NC	
A health care provider visits offenders in a SMU as per MUOL SOP, and offenders are provided any medications prescribed for them.		C	
When a offender has been held in Admin Segregation for more than 30 days, the facility administrator notifies MDOC.		NC	asap

DEF-311888

On-Site Contract Monitoring Worksheet

Facility/EMCF	Month/Year	Contract Monitor	Verneil Thomas
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1 On-Site Contract Monitoring Worksheet

2 Facility/EMCF Month/Year January/2017

Contract Monitor Vernell Thomas

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363	364	365	366	367	368	369	370	371	372
373	374	375	376	377	378	379	380	381	382
383	384	385	386	387	388	389	390	391	392
393	394	395	396	397	398	399	400	401	402
403	404	405	406	407	408	409	410	411	412
413	414	415	416	417	418	419	420	421	422
423	424	425	426	427	428	429	430	431	432
433	434	435	436	437	438	439	440	441	442
443	444	445	446	447	448	449	450	451	452
453	454	455	456	457	458	459	460	461	462
463	464	465	466	467	468	469	470	471	472
473	474	475	476	477	478	479	480	481	482
483	484	485	486	487	488	489	490	491	492
493	494	495	496	497	498	499	500	501	502
503	504	505	506	507	508	509	510	511	512
513	514	515	516	517	518	519	520	521	522
523	524	525	526	527	528	529	530	531	532
533	534	535	536	537	538	539	540	541	542
543	544	545	546	547	548	549	550	551	552
553	554	555	556	557	558	559	560	561	562
563	564	565	566	567	568	569	570	571	572
573	574	575	576	577	578	579	580	581	582
583	584	585	586	587	588	589	590	591	592
593	594	595	596	597	598	599	600	601	602
603	604	605	606	607	608	609	610	611	612
613	614	615	616	617	618	619	620	621	622
623	624	625	626	627	628	629	630	631	632
633	634	635	636	637	638	639	640	641	642
643	644	645	646	647	648	649	650	651	652
653	654	655	656	657	658	659	660	661	662
663	664	665	666	667	668	669	670	671	672
673	674	675	676	677	678	679	680	681	682
683	684	685	686	687	688	689	690	691	692
693	694	695	696	697	698	699	700	701	702
703	704	705	706	707	708	709	710	711	712
713	714	715	716	717	718	719	720	721	722
723	724	725	726	727	728	729	730	731	732
733	734	735	736	737	738	739	740	741	742
743	744	745	746	747	748	749	750	751	752
753	754	755	756	757	758	759	760	761	762
763	764	765	766	767	768	769	770	771	772
773	774	775	776	777	778	779	780	781	782
783	784	785	786	787	788	789	790	791	792
793	794	795	796	797	798	799	800	801	802
803	804	805	806	807	808	809	810	811	812
813	814	815	816	817	818	819	820	821	822
823	824	825	826	827	828	829	830	831	832
833	834	835	836	837	838	839	840	841	842
843	844	845	846	847	848	849	850	851	852
853	854	855	856	857	858	859	860	861	862
863	864	865	866	867	868	869	870	871	872
873	874	875	876	877	878	879	880	881	882
883	884	885	886	887	888	889	890	891	892
893	894	895	896	897	898	899	900	901	902
903	904	905	906	907	908	909	910	911	912
913	914	915	916	917	918	919	920	921	922
923	924	925	926	927	928	929	930	931	932
933	934	935	936	937	938	939	940	941	942
943	944	945	946	947	948	949	950	951	952
953	954	955	956	957	958	959	960	961	962
963	964	965	966	967	968	969	970	971	972
973	974	975	976	977	978	979	980	981	982
983	984	985	986	987	988	989	990	991	992
993	994	995	996	997	998	999	1000	1001	1002

11

DEF-311893

12

3	CONTRACT MONITORING ASSESSMENT	Rating	Corrective Action Required	Date Due
230	A. Grievance procedures in place.	C	needs work.	
231	B. Staff awareness of procedures for emergency grievances.	NC		
232	C. Grievance log is utilized.	C		
233	D. Staff forward any grievances that include staff misconduct to MDOC.	NA	most don't leave EWCF	12/19/2014
234	E. Informal resolution to a offender grievance documented in detention file.	NA	some unit do not use informals	
235	F. Admissions and Release form is available for initial classification.	C		
236	A. MDOC information is available for initial classification.	C		
237	B. Medical screening taking place within timeframes.	C		
238	C. Inventory offender personal effects.	C		
239	D. Offender funds accountability in place for admin/release.	C		
240	E. Appropriate clothing and bedding issued.	NC	but has improved	
241	F. Request for Residential Services Form provided to Contractor.	C		
242	G. Complete copy of offender record furnished to MDOC by Contractor.	C		
	Within 90 days and at 6 month intervals, offender progress, adjustment and recommendations furnished to MDOC.			
243	H.	NC		
244	I. Access furnished to MDOC to Facility into system.	C		

On-Site Contract Monitoring Worksheet

2	Facility/EMCF	Month/Year	January/2017	Contract Monitor	Vernell Thomas
3	CONTRACT MONITORING ASSESSMENT				
272	A.	Access to outdoor recreation activities permitted am/pm daily weather permitting with documentation.			
272	C.	Staff conduct daily searches of recreation areas.			
274	D.	In unit activities are available.			
275	JT	Religious Practices			
276	A.	Offenders are allowed to engage in religious services.			
277	A.	Authorized religious items are allowed in offender possession.			

On-Site Contract Monitoring Worksheet
ICF Month/Year January/2017

Contract Monitor Vernell Thomas

3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
CONTRACT MONITORING ASSESSMENT			Rating	Corrective Action Required	Comments	Due Date																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
387	A	Upon intake, offenders are made aware of phone policies.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
388	B	Out of order phones reported and maintenance notified.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
389	C	Telephones inspected regularly by staff.	NC																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
390	D	Telephone access rules posted in each housing unit.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
391	E	Emergency phone call messages delivered to offenders.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
392	F	Special access calls are available to offenders.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
393	G	Notification of telephone monitoring posted by unit phones.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
394	H	Using Offendertrak select 10 offenders to verify that they were able to update their telephone list on the annual date of entry to MDOC.	NC																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
395	I	Visitation log book maintained.	NC																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
396	A	Written visitation schedule posted and accessible to the public.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
397	B	General visitation log book maintained.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
398	C	Visitor dress code enforced.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
399	D	Facility complies with visitation schedule.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
400	E	Visitors are searched and identified per standards.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
401	F	Verify in Offendertrak via interviews with offenders opportunity to update visitation list.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
402	G	Using Offendertrak select 10 offenders to verify that visitors were registered in the system.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
403	H	Work stop program.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
404	A	Facility has a work program.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
405	B	RD first 90 days.	NA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
406	C	Counseling and mental health: alcohol/drug, chaplaincy, pre-release, literacy, individual counseling, other programs and services necessary to comply with ACA.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
407	D	Authority provides educational programs: compulsory, literacy, GED, ABE and special ed.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
408	E	Authority provides 3 separate vocations	NA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
409	F	ABE curriculum meets MDOE.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
410	G	Substance abuse treatment consistent with MDOC similar population.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
411	H	Facility maintains documentation of all work assignments/classification levels.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
412	I	Facility complies with work hour and pay requirements for offenders.	NA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
413	J	Offenders are medically screened to participate where required	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
414	K	Offenders receive proper training and safety equipment.	C																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

On-Site Contract Monitoring Worksheet

1	Facility	EMCF	Month/Year	January/2017	Contract Monitor	Vernell Thomas
2						
3	CONTRACT MONITORING ASSESSMENT					
307	L	All offenders are appropriately assigned to work and/or programs.		Rating	Corrective Action Required/Comments	Due Date
308				C		

Mississippi Department of Corrections
On-Site Contract Monitoring Worksheet

Facility/EMCF Month/Year February/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/Comments	Due Date
Administration & Management				
1	Staffing Pattern			
2	A. Comprehensive staffing analysis determines staffing needs and plans.	C		
3	B. Essential posts and positions are filled with qualified personnel.	C	staff are continuously being hired.	
4	C. Personnel hired after background check in compliance with MDOC policy and procedures	C		
5	D. Personnel vacancies filled within 30 days.	C		
6	E. Authority notifies MDOC of any position vacant longer than 30 days	C		
7	F. Authority and/or Operator has a random drug screening program for employees working at the facility	NC		
8	G. Orientation and training program of employees per ACA	C		
9	H. Personnel subject to testing for contagious disease per State Board of Health	C	TB testing	
10	I. Staff Training			
11	A. The facility conducts appropriate orientation, initial training, and annual training for all staff, contractors, and volunteers.	C		
12	B. Staff training is conducted according to a regular schedule with sufficient classes to maintain pre-service and in-service training hour compliance.	C		
13	C. Quality Control			
14	A. Contract Facility OCP in place	C		
15	B. Contract Facility reports shared with CM	NA		
16	C. Subcontractor OCPs in place	NA		
17	D. Subcontractor OCPs reports shared with MDOC personnel	NA		
18	E. Using Offendertrak randomly select a sample no less than 10 employees, volunteers, and contract workers and verify that their information has been entered in Offendertrak as required by SOP	NC	not in offendertrak	5/31/2016
19	F. Staff-Offender communication			
20	A. Housing unit rounds conducted frequently by housing unit security staff.	C		
21	B. Housing unit rounds conducted daily by Unit Management staff.	C	have observed unit managers making rounds	
22	C. Offender requests answered within MDOC requirements.	NC	according to the offenders	
23	D. Members of facility management visit housing units and interact with offenders.	NC		

DEF-311899

On-Site Contract Monitoring Worksheet

1	Facility/MCF	Month/Year	Contract Monitor	Vernell Thomas
2		February/2017		
3	CONTRACT MONITORING ASSESSMENT			
28	E	Request forms are available to offenders.	C	
29	A	Offender Funds and Personal Property	C	
30	A	Inventory personal property/funds is maintained.	C	
31	B	Funds/valuables documented on receipt.	C	
32	C	Offenders property searched for contraband	C	
33	E	Offender funds are deposited into the appropriate account.	C	
34	F	Offender personal property is appropriately secured.	C	property is constantly lost/legally
35	B	Commissary	C	Premier
36	A	Only M/M/C approved items are stocked in commissary.	C	
37	A	Offender files	C	
38	A	Offender file presented/created for each new arrival.	C	
39	B	Offender files contained documents generated during custody.	C	
40	C	Offender files maintained in a secure area.	C	
41	Physical Plant			
	B	Physical Plant		
		Security officer posts located in or immediately adjacent to offender living areas to permit officers to see or hear and respond promptly to emergency situations.	NC	Camera set up need work
42	A	Personal contact and interaction between staff and offenders is required and facilitated.	C	asap
43	B			

Contract Monitor Vernell:Thomas

Facility/EMFC	Month/Year	February/2017	Contract Monitor	Yarnell Thomas
CONTRACT MONITORING ASSESSMENT				
			Rating	Corrective Action Required/Comments
			C/N/A	
			Operational	
9.	Emergency Plans		C	
10.	A. Staff trained and able to identify signs of offender unrest.		C	
11.	B. Written plans locate emergency shut off valves and switches.		C	
12.	C. Evacuation routes primary and secondary.		C	
13.	D. A complete set of emergency plans is up to date and available.		C	
14.	E. Facility conducts mock emergency exercises throughout the year to test specific plans.		C	
15.	F. Staff work stoppage plan is available.		C	
16.	G. The facility meets annually with local, state, & federal officials to discuss MOPS and cooperative contingency plans.		C	
17.	10. Environmental Health and Safety		C	
18.	A. System for storing/using/maintaining hazardous materials.		C	
19.	B. Complete inventories of hazardous materials maintained.		C	
20.	C. A complete list of MSDS readily accessible to staff and offenders.		C	
21.	D. Fire prevention/control/evacuation plan.		C	
22.	E. Fire alarm system is operational.		C	
23.	F. Conduct fire evacuation drills according to schedule/standard.		C	
24.	G. Staff trained to prevent contact with blood and bodily fluids.		C	
25.	H. Emergency generators are tested bi-weekly.		C	
26.	I. Every employee and offender using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.		C	
27.	J. Safety Office (or officer) maintains list of inspection reports, including corrective actions taken.		C	Some areas need improvement
28.	K. Facility appears clean and well maintained.		C	
29.	L. All flammable and combustible materials (liquid and aerosol) are stored and used according to label recommendations.		C	
30.	11. Transportation		C	
31.	A. Documentation indicating safety repairs are completed immediately and vehicles are not used until they have been repaired and inspected, is available for review.		C	
32.	B. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.		C	
33.	C. Vehicles have 2 way radios, cellular telephones, equipment boxes in accordance with the Use of Force standard.		C	Transportation officers have access to cell phones
34.	D. Vehicles have written contingency plans on board.		C	

On-Site Contract Monitoring Worksheet

Facility/EMCF	Month/Year
	February/2017

Contract Monitor: Vernell Thomas

Facility/EMCF	Month/Year	February/2017	Contract Monitor	Visit Dates	Rating	Corrective Action Required	Comments	Due Date
CONTRACT MONITORING ASSESSMENT								
1	12	Contraband						
2	1	Policy in place for handling contraband.						
3	2	A. Contraband disposed of properly and documented.			C		Investigation department handles.	
4	3	B. Contraband disposed of properly and documented.			C			
5	4	C. Facility staff make a concerted effort to control contraband.			C			
6	5	D. Facility Security and Control			C			
7	6	E. Central control housing units (CCU) logs in place.			C			
8	7	F. CCU Equipment logs in place			C			
9	8	G. CCU Equipment inventories accurate.			NO/NA			
10	9	H. CCU Post Orders in place and signed.			NO/NC			
11	10	I. Staff are required to conduct security checks of assigned areas.			C		They are required, but are not getting done regularly.	
12	11	J. All visitors initially received in a visitor log book.			C			
13	12	K. Front entrance staff inspect ID of everyone entering/exiting.			C			
14	1	L. Maintain a log of all incoming and departing vehicles.			C			
15	2	M. Housing unit searches occur at regular times.			C			
16	3	N. Area searches documented in log book.			C			
17	4	O. Daily/Monthly fence checks completed and logged.			C			
18	5	P. Daily procedures include: perimeter alarm system tests; physical checks of the perimeter fence; documenting the results.			C		some days some shift are not completing	
19	6	Q. Topics taken into the secure area of the facility are inspected and inventoried before entering and prior to departure.			C			
20	7	R. The facility has in place a procedure and practices to gather, analyze and utilize intelligence information to include areas such as STOs, narcotics trafficking, financial info, telephone surveillance, high profile offenders, visiting room activities, et al.			C			
21	8	S. The facility shares intelligence information with MDOC.			C			
22	9	T. Male and females are segregated from each other per MDOC SOP.			NA			
23	10	U. Unit shakedown is conducted.			C			
24	11	V. Random shakedowns conducted & documented.			C			
25	12	W. The facility employs a schedule to insure that all areas of the facility are routinely searched.			C			
26	1	AA. Armory			C			
27	2	AB. Master inventory in place.			C			
28	3	AC. Sign-in/out for equipment.			C			
29	4	AD. Inventories accurate.			C			

DEF-311902

Facility/EMCF Month/Year. February/2017.

2	Facility/EWCH	Month/Year	February 2017	Contact/Monitor	Notes/Comments	Due Date
3	CONTRACT MONITORING ASSESSMENT					
			Offenders in disciplinary SMU retain designated privileges as per MDCC			
128	I.	SOP:				
129	J.	The facility administrator for designee visits each SMU daily.				
		A health care provider visits offenders in a SMU as per MDCC SOP, and offenders are provided any medications prescribed for them.				
130	K.					
		When an offender has been held in Admin Segregation for more than 30 days, the facility administrator notifies MDCC				
131	O.					

DEF-311904

On-Site Contract Monitoring Worksheet

Contract Monitor Vernell Thomas

Facility/EMCF Month/Year February/2017

1	2	3	4	5	6	7	8	9	10
			CONTRACT MONITORING ASSESSMENT	Rating	Corrective Action Required / Comments	Due Date			
				GRADE					
132	131	130	Tool Control						
133	A.	129	Tool inventories conducted as specified	C					
134	B.	128	Tools marked and readily identifiable.	C					
135	C.	127	Procedures for issuance of tools to staff and offenders.	C	offenders are not issued tools				
136	D.	126	Inventory made of all tools by contractors prior to enter and exit.	C					
137	E.	125	There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	C					
138	F.	124	Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.	C					
139	G.	123	Defendant Heads are responsible for implementing proper tool control procedures as per MDOC SOP.	C					
140	H.	122	Use of Physical Force and Restraints						
141	A.	121	Policy governing immediate/calculated use of force consistent with MDOC.	NC					
142	B.	120	All use of force incidents documented and reviewed.	NC					
143	C.	119	Use of Force consistent with law and MDOC, incident report prepared and MDOC notified asap by phone/fax, contract monitor notified	NC					
144	D.	118	Incident reports, other than critical, furnished with 1 week	NC					
145	E.	117	Verbal issues of incidents preserved/catalogued as per MDOC.	NC					
146	F.	116	Offender is seen by medical immediately after incident.	C					
147	G.	115	Facility subscribes to prescribed confrontation avoidance procedures.	C	Has improved.				
148	H.	114	Staff trained in use of force techniques.	C					
149	I.	113	Appropriate procedures in place for using 4 and/or 5 point restraints.	NC	training and documentation needed				
150	J.	112	Medical staff consulted prior to calculated use of force situations.	NC	Not in some situations				
151	A.	111	Disciplinary System	C					
152	B.	110	Roles of conduct/sanctions provided in writing.	C					
153	C.	109	Investigation of rule violations is conducted as per MDOC SOP.	C					
154	D.	108	Disciplinary hearings held within 7 days unless there is written justification.	NC					
155	E.	107	Disciplinary sanctions are in accordance with standards.	NC	staff not up to date on changes made				
156	F.	106	Staff representation available	C					
157	G.	105	Law Libraries and Legal Material						
158	A.	104	Adequate equipment is available for offenders.	C					
159	B.	103	Legal materials/law library current and available for offenders consistent with MDOC SOP.	C					

7

DEF-311905

DEF-311906

On-Site Contract Monitoring Worksheet

Contract Monitor: Vernell Thomas

Facility/EMCF Month/Year February/2017

Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	Facility/EMCP	Monitor Ref.	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DEF-311907

On-Site Contract Monitoring Worksheet

Facility/EMCF Month/Year February/2017

Contract Monitor Vernell Thomas

	CONTRACT MONITORING/ASSESSMENT		Rating	Corrective Action Required/ Comments	Due Date
	E	F			
198	E		C		
199	F		NC	Items are not always available	
200	G		C		
201	H		C		
202	I		C		
203	J		C		
204	K		C		
205	L		C		

On-Site Contract Monitoring Worksheet

Facility/ENCF	Month/Year	Contract Monitor	Rating	Corrective Action Required/Comments	Due Date
CONTRACT MONITORING ASSESSMENT	February/2017	Vernell Thomas			
230 A. Grievance procedures in place.			C	needs work.	
231 B. Staff awareness of procedures for emergency grievances.			NC		
232 C. Grievance log is utilized.			C		
233 D. Staff forward any grievances that include staff misconduct to MDOC.			NA	most don't leave EMOJ	12/16/2014
234 E. Informal resolution to a offender grievance documented in detention file.			NA	some unit do not use informals	
235 323. Admission and Release					
236 A. MDOC information is available for initial classification.			C		
237 B. Medical screening taking place within timeframes.			C		
238 C. Inventory offender personal effects.			C		
239 D. Offender turns accountability in place for admin/release.			C		
240 E. Appropriate clothing and bedding issued.			C		
241 F. Request for Residential Services Form provided to Contractor.			C		
242 G. Complete copy of offender record furnished to MDOC by Contractor.			C		
243 H. Within 30 days and at 6 month intervals, offender progress, adjustment and recommendations furnished to MDOC.			C		
244 I. Access furnished to MDOC to facility info system.			NC		

On-Site Contract Monitoring Worksheet

1	2	Facility/EMCF	Month/Year	Contract Monitor	Vemell Thomas
245	33	CONTRACT MONITORING ASSESSMENT	February 2017		
246	A	All offenders classified appropriately upon arrival.			
247	B	Reassessment and reclassification processes in place.			
248	C	Housing assignments are based upon classification.			
249	D	Work assignments are based upon classification system.			
250	E	Offenders are assigned to classification and programs as required by			
251	F	MDOC verified via Offendertrak.			
252	G	Review offenders pending placement in the behavior modification			
253	H	Program and verify MDOC SOP time frame compliance.			
254	I	Check offenders assigned to sensitive job placements to verify			
255	J	appropriate classification.			
256	34	Verify that offenders that work off-site are classified appropriately and			
257	A	qualified.			
258	B	Verify that offenders assigned to computer jobs meet MDOC SOP			
259	C	guidelines.			
260	D	The facility has a Sexual Abuse and Assault Prevention and Intervention			
261	E	Program.			
262	F	Offenders are advised of the program.			
263	G	All staff are trained, initially and in annual refresher training, in the			
264	H	prevention and intervention areas.			
265	I	Sexual Assault Awareness Notice is posted on all housing unit bulletin			
266	J	boards.			
267	35	Offender Programs			
268	A	Correspondence and Other Mail			
269	B	Incoming mail screened and delivered daily.			
270	C	Outgoing mail screened for contraband			
271	D	Legal mail opened in front of offender.			
272	E	Incoming funds processed properly.			
273	F	Rules for correspondence and other mail posted or attached in offender			
274	G	handbook.			
275	H	Facility has a system for offenders to purchase postage.			
276	I	Staff has same correspondence privileges as general population.			
277	J	Recreation			
278	A	Outdoor/indoor recreation is provided.			
279	B				
280	C				
281	D				
282	E				
283	F				
284	G				
285	H				
286	I				
287	J				
288	A				
289	B				
290	C				
291	D				
292	E				
293	F				
294	G				
295	H				
296	I				
297	J				
298	A				
299	B				
300	C				
301	D				
302	E				
303	F				
304	G				
305	H				
306	I				
307	J				
308	A				
309	B				
310	C				
311	D				
312	E				
313	F				
314	G				
315	H				
316	I				
317	J				
318	A				
319	B				
320	C				
321	D				
322	E				
323	F				
324	G				
325	H				
326	I				
327	J				
328	A				
329	B				
330	C				
331	D				
332	E				
333	F				
334	G				
335	H				
336	I				
337	J				
338	A				
339	B				
340	C				
341	D				
342	E				
343	F				
344	G				
345	H				
346	I				
347	J				
348	A				
349	B				
350	C				
351	D				
352	E				
353	F				
354	G				
355	H				
356	I				
357	J				
358	A				
359	B				
360	C				
361	D				
362	E				
363	F				
364	G				
365	H				
366	I				
367	J				
368	A				
369	B				
370	C				
371	D				
372	E				
373	F				
374	G				
375	H				
376	I				
377	J				
378	A				
379	B				
380	C				
381	D				
382	E				
383	F				
384	G				
385	H				
386	I				
387	J				
388	A				
389	B				
390	C				
391	D				
392	E				
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420	C				
421	D				
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448	A				
449	B				
450	C				
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457	J				
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459	B				
460	C				
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464	G				
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468	A				
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470	C				
471	D				
472	E				
473	F				
474	G				
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580	C				
581	D				
582	E				

On-Site Contract Monitoring Worksheet

1	2	3	4	5	6	7	8	9	10
	Facility/EMCF	Month/Year	February/2017	Contract Monitor	Vernell Thomas				
	CONTRACT MONITORING ASSESSMENT								
272	B.	Access to outdoor recreation activities permitted any/pm daily weather permitting with documentation.							
273	C.	Staff conduct daily searches of recreation areas.							
274	D.	In unit activities are available.							
275	37.	Religious Practices							
276	A.	Offenders are allowed to engage in religious services.							
277	G.	Authorized religious items are allowed in offender possession.							
				Rating	Corrective Action Required	Comments	Due Date		
				F					
				C		has improved			
				C					
				C					
				C					
				C					

On-Site Contract Monitoring Worksheet

1

2

Facility/EMCF Month/Year February/2017

Contract Monitor Vernell Thomas

3	CONTRACT MONITORING ASSESSMENT	F	Rating	Corrective Action Required/Comments	Due Date
278	38. Telephone Access				
279	A. Upon intake, offenders are made aware of phone policies.		C		
280	B. Out of order phones reported and maintenance notified.		C		
281	C. Telephones inspected regularly by staff.		NC		
282	D. Telephone access rules posted in each housing unit.		C		
283	E. Emergency phone call messages delivered to offenders.		C		
284	F. Special access calls are available to offenders.		C		
285	G. Notification of telephone monitoring posted by unit phones.		C		
286	H. Using Offendertrak select 10 offenders to verify that they were able to update their telephone list on the annual date of entry to MDOC.		NC		
287	39. Visitation				
288	A. Written visitation schedule posted and accessible to the public.		NC		
289	B. General visitation log book maintained.		C		
290	C. Visitor dress code enforced.		C		
291	D. Facility complies with visitation schedule.		C		
292	E. Visitors are searched and identified per standards.		C		
293	F. Verify in Offendertrak via interviews with offenders opportunity to update visitation list.		C		
294	G. Using Offendertrak select 10 offenders to verify that visitors were registered in the system.		C		
295	40. Work & Programs				
296	A. Facility has a work program.		C		
297	B. RPD list 90 days.		NA		
298	C. Counseling and mental health, alcohol/drug, chaplaincy, pre-release, literacy, individual counseling, other programs and services necessary to comply with ACA.		C		
299	D. Authority provides educational programs: compulsory, literacy, GED, ABE and special ed.		C		
300	E. Authority provides 5 separate vocations.		NA		
301	F. ABE curriculum meets MDOE.		C		
302	G. Substance abuse treatment consistent with MDOC similar population. Facility maintains documentation of all work assignments/classification levels.		C		
303	H.		C		
304	I. Facility complies with work hour and pay requirements for offenders.		NC		
305	J. Offenders are medically screened to participate where required.		C		
306	K. Offenders receive proper training and safety equipment.		C		

15

DEF-311913

On-Site Contract Monitoring Worksheet

1	Facility/EMCF	Month/Year	February/2017	Contract Monitor	Vernell Thomas
2					
3	CONTRACT MONITORING ASSESSMENT				
307	L	All offenders are appropriately assigned to work and/or programs.			
308					

16

DEF-311914

Mississippi Department of Corrections
On-Site Contract Monitoring Worksheet

1 facility Name/ EMCF Month/ Year March/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required	Due Date
Administration & Management		C/NC/NA		
1	Staffing Pattern			
2	A. Comprehensive staffing analysis determines staffing needs and plans.	C		
3	B. Essential posts and positions are filled with qualified personnel.	C		
4	C. Personnel hired after background check in compliance with MDOC policy and procedures	C		
5	D. Personnel vacancies filled within 30 days	C		
6	E. Authority notifies MDOC of any position vacant longer than 30 days	C		
7	F. Authority and/or Operator has a random drug screening program of employees working at the facility	NC		
8	G. Orientation and training program of employees per ACA	C		
9	H. Personnel subject to testing for contagious disease per State Board of Health	C	TB	
10	I. Staff Training			
11	A. The facility conducts appropriate orientation, initial training, and annual training for all staff, contractors, and volunteers.	NC	There are still problems with staff conduct proper counts. And security checks.	asap
12	B. Staff training is conducted according to a regular schedule with sufficient classes to maintain pre-service and in-service training hour compliance.	C		
13	Quality Control			
14	A. Contract Facility QCP in place.			
15	B. Contract Facility reports shared with CM.	NA		
16	C. Subcontractor QCPs in place.	NA		
17	D. Subcontractor QCPs reports shared with MDOC personnel.	NA		
18	E. Using Offendertrak randomly select a sample no less than 10 employees, volunteers, and contract workers and verify that their information has been entered in Offendertrak as required by SOP.	NC	there are no pictures entered in offendertrak	asap
19	Staff Offendertrak Completion			
20	A. Housing unit rounds conducted frequently by housing unit security staff.	C		
21	B. Housing unit rounds conducted daily by Unit Management staff.	NC	not written in offender trak, offenders state no response	
22	C. Offender requests answered within MDOC requirements.	NC		

DEF-311915

12

12

On-Site Contract Monitoring Worksheet
 Facility Name/ EMCF Month/ Year March/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required	Comments	Due Date
Institutional Operations					
45	Emergency Plans:				
46	A. Staff trained, and able to identify signs of offender unrest.	C			
47	B. Written plans locale emergency shut off valves and switches.	C			
48	C. Evacuation routes primary and secondary.	C			
49	D. A complete set of emergency plans is up to date and available.	C			
50	Facility conducts mock emergency exercises throughout the year to test specific plans.	C			
51	F. Staff work stoppage plan is available.	C			
52	G. The facility meets annually with local, state, & federal officials to discuss MOUs and cooperative contingency plans.	C			
53	53.01 Environmental Health and Safety				
54	A. System for storing/issuing/maintaining hazardous materials.	C			
55	B. Complete inventories of hazardous materials maintained.	C			
56	C. A complete list of MSDS readily accessible to staff and offenders.	C			
57	D. Fire prevention/control/evacuation plan.	C			
58	E. Fire alarm system is operational.	C			
59	F. Conduct fire evacuation drills according to schedule/standard.	C			
60	G. Staff trained to prevent contact with blood and bodily fluids.	C			
61	H. Emergency generators are tested bi-weekly.	C			
62	I. Every employee and offender using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	C			
63	J. Safety Office (or officer) maintains files of inspection reports, including corrective actions taken.	C			
64	K. Facility appears clean and well maintained.	C	Has improved		
65	L. All flammable and combustible materials (liquid and aerosol) are stored and used according to label recommendations.	C			
66	66.01 Transportation				
67	A. Documentation indicating safety repairs are completed immediately and vehicles are not used until they have been repaired and inspected, is available for review.	C			
68	B. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	C			
69	C. Vehicles have 2 way radios, cellular telephones, equipment boxes in accordance with the Use of Force standard.	C			
70	D. Vehicles have written contingency plans on board.	C	Transportation officers have access to cell phones		

On-Site Contract Monitoring Worksheet

1
2

Facility Name/EMCF Month/Year March 2017

Contract Monitor Verrill Thomas

Item	Contract Monitoring Assessment	Rating C/NC/NA	Corrective Action Required/Comments	Due Date
99	CONTRACT MONITORING ASSESSMENT			
100	A. Maintain inventories of all keys/locks/locking devices.	C		
101	B. Emergency keys are available for all areas of the facility.	C		
102	C. Chit system used to issue security equipment/keys/radios.	C		
103	D. Policy regarding restricted keys present and followed by staff.	C		
104	E. Facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	C		
105	F. Locks and locking devices are continually inspected, maintained, and inventoried.	C	several need repair or replaced.	15-Dec
106	G. Offender count	NC	counts are conducted improperly	asap
107	A. Staff conduct formal count at least once per 8 hour shift, 3x per day.	C		
108	B. Account conducted when incorrect count is reported.	NC		
109	C. Face to photo count conducted as necessary.	NC	staff do not use bed rosters	asap
110	D. Each offender positively identified during count.	NC	staff do not take items down that are hanging therefor they cannot see in the cell to verify offenders	asap
111	E. Post order			
112	F. Post order			
113	A. Every post has a post order, current & signed by the facility administrator.	C		
114	B. Housing unit officers record offender activity in a log as directed by MDOC SOP.	C		
115	C. Supervisor visits each housing area once per shift.	NC		
116	D. Staff sign post orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.	C		
117	E. Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.	C		
118	F. Special Management Unit	C		
119	A. Written order/detention notice accompanies offender placed in SMU.	C	has improved	
120	B. SMU reviews are conducted in a timely manner (7/30/other).	NC	reviews are not completed in timely manner	
121	C. Verify that no offenders are double celled in segregation without authorization of DCI.	C		
122	D. Admin SMU offenders enjoy same privileges as gen pop.	C		
123	E. Offenders in SMU have access to legal materials.	C		
124	F. Offenders in SMU retain visiting privileges.	C		
125	G. Maintain a permanent log regarding offender related activities.	NC		
126	H. Written order accompany offender placed in disciplinary SMU.	C	Has improved	
127	I. Offenders in disciplinary SMU have access to legal materials.	C		

5

DEF-311919

On-Site Contract Monitoring Worksheet

Contract Monitor Vernell Thomas

Facility Name/ EMCF Month/ Year March/2017

Contract Monitoring Assessment	Rating	Corrective Action Required / Comments	Due Date
I. SOP.	C		
J. The facility administrator (or designee) visits each SMU daily.	C	Offenders are not observed taking/swallowing medications. Some meds are left on tray slots.	
K. A health care provider visits offenders in a SMU as per MDOC SOP, and offenders are provided any medications prescribed for them.	C	This is not provide. Most times the ADOS has not being advised there are offenders in the seg for several weeks.	
O. When a offender has been held in Admin Segregation for more than 30 days, the facility administrator notifies MDOC.	NC		

On-Site Contract Monitoring Worksheet

1

2 facility Name/ EMCF Month/ Year March/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required / Comments	Due Date
		C I C I N C A		
132	A. Tool inventories conducted as specified.	C		
133	B. Tools marked and readily identifiable.	C	offenders are not issued tools	
134	C. Procedures for issuance of tools to staff and offenders.	C		
135	D. Inventory made of all tools by contractors prior to enter and exit.	NC		
136	E. There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	C		
137	F. Broken or worn out tools are surveyed and disposed of in an appropriate manner.	C		
138	G. Department heads are responsible for implementing proper tool control procedures as per MDOC SOP.	C		
139	H. Use of Physical Restraints and Restraints.	C		
140	I. Policy governing immediate/catalogued use of force consistent with MDOC.	C		
141	A. All use of force incidents documented and reviewed.	NC		
142	B. Use of Force consistent with law and MDOC, incident report prepared and MDOC notified asap by phone/fax, contract monitor notified.	C		
143	C. Incident reports, other than official, furnished w/in 1 week.	NA		
144	D. Video tapes of incidents preserved/catalogued as per MDOC.	C		
145	E. Offender is seen by medical immediately after incident.	C		
146	F. Facility subscribes to prescribed confrontation avoidance procedures.	NC	Need training on how to conduct	
147	G. Staff trained in use of force techniques.	C		
148	H. Appropriate procedures in place for using 4 and/or 5 point restraints.	C		
149	I. Medical staff consulted prior to catalogued use of force situations.	C		
150	J. Disciplinary system.	C		
151	A. Rules of conduct/sanctions provided in writing.	C		
152	B. Investigation of rule violations is conducted as per MDOC SOP.	C		
153	C. Disciplinary hearings held within 7 days unless there is written justification.	NC	disciplinary is behind	
154	D. Disciplinary sanctions are in accordance with standards.	C		
155	E. Staff representation available.	C		
156	F. Law Libraries and Legal Materials.	C		
157	A. Adequate equipment is available for offenders.	C		
158	B. Legal materials/law library current and available for offenders consistent with MDOC SOP.	C		
159		C		

7

DEF-311921

On-Site Contract Monitoring Worksheet

1

2 facility Name/ EMCF Month/ Year March/2017

Contract Monitor Vernell Thomas

	CONTRACT MONITORING ASSESSMENT		Rating F C A C N A	Corrective Action Required	Comments	Due Date
	C	D				
160						
161						
162						
163						
164						
165						
166						

8

DEF-311922

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On-Site Contract Monitoring Worksheet

Contract Monitor: Vernell Thomas

Month/Year: March/2017

Facility Name/EMCF	Month/Year	Contract Monitoring Assessment	Rating P, C, N, NA	Corrective Action Required/Comments	Due Date
1	2	3			
198	E	All offenders receive physical examination/assessment as per MDOC	C		
199	F	SOP.	C		
200	G	Sick call slips available in all housing areas.	C		
201	H	The facility has a written plan for 24 hour emergency health care when no			
202	I	medical staff are on-duty or when immediate outside medical attention is	C		
203	J	required.	C		
204	K	Medical records are available and transferred with the offender.	C		
205	L	Records are maintained of medication distribution.	C		
		All sharps are under strict control and accountability.	C		
		A sharps container is used to dispose of used sharps.	C		
		The medical department is maintained at a high level of sanitation.	C		

10

DEF-311924

Contract Monitor Vernell Thomas

5

JTX-0061

On-Site Contract Monitoring Worksheet
 Facility Name/ EMCF Month/ Year March/2017

Contract Monitor: Vernel Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required	Comments	Due Date
230	A. Grievance procedures in place.	C			
231	B. Staff awareness of procedures for emergency grievances.	NC			
232	C. Grievance log is utilized.	C			
233	D. Staff forward any grievances that include staff misconduct to MDOC.	NA		most don't leave EMCF	
234	E. Informal resolution to a offender grievance documented in detention file.	NA		not in use	
235	422 Admissions and Release				
236	A. MDOC information is available for initial classification.	C			
237	B. Medical screening taking place within timeframes.	C			
238	C. Inventory offender personal effects.	C			
239	D. Offender funds accountability in place for admin/release.	C			
240	E. Appropriate clothing and bedding issued.	C			
241	F. Request for Residential Services Form provided to Contractor	C			
242	G. Complete copy of offender record furnished to MDOC by Contractor.	C			
243	H. Within 90 days and at 6 month intervals, offender progress, adjustment and recommendations furnished to MDOC.	C			
244	I. Access furnished to MDOC to Facility info system.	C			

12

DEF-311926

On-Site Contract Monitoring Worksheet

Facility Name/ EMCF Month/ Year March/2017

Contract Monitor Vernell Thomas

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required	Comments	Date Due
272	A. Access to outdoor recreation activities permitted any/m daily weather				
273	B. Permitting with documentation.	C			
274	C. Staff conduct daily searches of recreation areas.	C			
275	D. In unit activities are available.	C			
276	A. Offenders are allowed to engage in religious services.	C			
277	B. Authorized religious items are allowed in offender possession.	C			

On-Site Contract Monitoring Worksheet

Contract Monitor Vernel Thomas

Facility Name/ EMCF Month/ Year March/2017

3	CONTRACT MONITORING ASSESSMENT	Rating	Corrective Action Required/ Comments	Due Date
278	388. Telephone access:			
279	A. Upon intake, offenders are made aware of phone policies.	C		
280	B. Out of order phones reported and maintenance notified.	NC		
281	C. Telephones inspected regularly by staff.	NC		
282	D. Telephone access rules posted in each housing unit.	NC		
283	E. Emergency phone call messages delivered to offenders.	C		
284	F. Special access calls are available to offenders.	C		
285	G. Notification of telephone monitoring posted by unit phones.	C		
286	H. Using Offendertrak select 10 offenders to verify that they were able to update their telephone list on the annual date of entry to MDOC.	NC		
287	389. Visitation:			
288	A. Written visitation schedule posted and accessible to the public.	C		
289	B. General visitation log book maintained.	C		
290	C. Visitor dress code enforced.	C		
291	D. Facility complies with visitation schedule.	C		
292	E. Visitors are searched and identified per standards.	C		
293	F. Verify in Offendertrak via interviews with offenders opportunity to update visitation list.	C		
294	G. Using Offendertrak select 10 offenders to verify that visitors were registered in the system.	C		
295	40. Work & Program:			
296	A. Facility has a work program.	C		
297	B. RLD list 90 days.	NA		
298	C. Counseling and mental health: alcohol/drug, chaplaincy, pre-release, literacy, individual counseling, other programs and services necessary to comply with ACA.	C		
299	D. Authority provides educational programs: compulsory, literacy, GED, ABE and special ed.	C		
300	E. Authority provides 5 separate vocations.	C		
301	F. ABE curriculum meets MDOE.	C		
302	G. Substance abuse treatment consistent with MDOC similar population. Facility maintains documentation of all work assignments/classification levels.	C		
303	H. Facility complies with work hour and pay requirements for offenders.	NC	Offenders are working but wish to staff in to receive met, or 30/50	
304	I. Offenders are medically screened to participate where required.	NA		
305	J. Offenders receive proper training and safety equipment.	C		

15

DEF-311929

On-Site Contract Monitoring Worksheet

1	Facility Name/ EMCF	Month/ Year	Contract Monitor	Vernell Thomas
2		March/2017		
3	CONTRACT MONITORING ASSESSMENT			
307	L	All offenders are appropriately assigned to work and/or programs.	Rating PR	Corrective Action Required/Comments staff requests are incomplete
308			NC	
309				

Mississippi Department of Corrections
On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		Rating C/N/A	Corrective Action Required	Comments	Due Date
Administration & Management					
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
97	98	99	100	101	102
103	104	105	106	107	108
109	110	111	112	113	114
115	116	117	118	119	120
121	122	123	124	125	126
127	128	129	130	131	132
133	134	135	136	137	138
139	140	141	142	143	144
145	146	147	148	149	150
151	152	153	154	155	156
157	158	159	160	161	162
163	164	165	166	167	168
169	170	171	172	173	174
175	176	177	178	179	180
181	182	183	184	185	186
187	188	189	190	191	192
193	194	195	196	197	198
199	200	201	202	203	204
205	206	207	208	209	210
211	212	213	214	215	216
217	218	219	220	221	222
223	224	225	226	227	228
229	230	231	232	233	234
235	236	237	238	239	240
241	242	243	244	245	246
247	248	249	250	251	252
253	254	255	256	257	258
259	260	261	262	263	264
265	266	267	268	269	270
271	272	273	274	275	276
277	278	279	280	281	282
283	284	285	286	287	288
289	290	291	292	293	294
295	296	297	298	299	300
301	302	303	304	305	306
307	308	309	310	311	312
313	314	315	316	317	318
319	320	321	322	323	324
325	326	327	328	329	330
331	332	333	334	335	336
337	338	339	340	341	342
343	344	345	346	347	348
349	350	351	352	353	354
355	356	357	358	359	360
361	362	363	364	365	366
367	368	369	370	371	372
373	374	375	376	377	378
379	380	381	382	383	384
385	386	387	388	389	390
391	392	393	394	395	396
397	398	399	400	401	402
403	404	405	406	407	408
409	410	411	412	413	414
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433	434	435	436	437	438
439	440	441	442	443	444
445	446	447	448	449	450
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457	458	459	460	461	462
463	464	465	466	467	468
469	470	471	472	473	474
475	476	477	478	479	480
481	482	483	484	485	486
487	488	489	490	491	492
493	494	495	496	497	498
499	500	501	502	503	504
505	506	507	508	509	510
511	512	513	514	515	516
517	518	519	520	521	522
523	524	525	526	527	528
529	530	531	532	533	534
535	536	537	538	539	540
541	542	543	544	545	546
547	548	549	550	551	552
553	554	555	556	557	558
559	560	561	562	563	564
565	566	567	568	569	570
571	572	573	574	575	576
577	578	579	580	581	582
583	584	585	586	587	588
589	590	591	592	593	594
595	596	597	598	599	600
601	602	603	604	605	606
607	608	609	610	611	612
613	614	615	616	617	618
619	620	621	622	623	624
625	626	627	628	629	630
631	632	633	634	635	636
637	638	639	640	641	642
643	644	645	646	647	648
649	650	651	652	653	654
655	656	657	658	659	660
661	662	663	664	665	666
667	668	669	670	671	672
673	674	675	676	677	678
679	680	681	682	683	684
685	686	687	688	689	690
691	692	693	694	695	696
697	698	699	700	701	702
703	704	705	706	707	708
709	710	711	712	713	714
715	716	717	718	719	720
721	722	723	724	725	726
727	728	729	730	731	732
733	734	735	736	737	738
739	740	741	742	743	744
745	746	747	748	749	750
751	752	753	754	755	756
757	758	759	760	761	762
763	764	765	766	767	768
769	770	771	772	773	774
775	776	777	778	779	780
781	782	783	784	785	786
787	788	789	790	791	792
793	794	795	796	797	798
799	800	801	802	803	804
805	806	807	808	809	810
811	812	813	814	815	816
817	818	819	820	821	822
823	824	825	826	827	828
829	830	831	832	833	834
835	836	837	838	839	840
841	842	843	844	845	846
847	848	849	850	851	852
853	854	855	856	857	858
859	860	861	862	863	864
865	866	867	868	869	870
871	872	873	874	875	876
877	878	879	880	881	882
883	884	885	886	887	888
889	890	891	892	893	894
895	896	897	898	899	900
901	902	903	904	905	906
907	908	909	910	911	912
913	914	915	916	917	918
919	920	921	922	923	924
925	926	927	928	929	930
931	932	933	934	935	936
937	938	939	940	941	942
943	944	945	946	947	948
949	950	951	952	953	954
955	956	957	958	959	960
961	962	963	964	965	966
967	968	969	970	971	972
973	974	975	976	977	978
979	980	981	982	983	984
985	986	987	988	989	990
991	992	993	994	995	996
997	998	999	1000	1001	1002
1003	1004	1005	1006	1007	1008
1009	1010	1011	1012	1013	1014
1015	1016	1017	1018	1019	1020
1021	1022	1023	1024	1025	1026
1027	1028	1029	1030	1031	1032
1033	1034	1035	1036	1037	1038
1039	1040	1041	1042	1043	1044
1045	1046	1047	1048	1049	1050
1051	1052	1053	1054	1055	1056
1057	1058	1059	1060	1061	1062
1063	1064	1065	1066	1067	1068
1069	1070	1071	1072	1073	1074
1075	1076	1077	1078	1079	1080
1081	1082	1083	1084	1085	1086
1087	1088	1089	1090	1091	1092
1093	1094	1095	1096	1097	1098
1099	1100	1101	1102	1103	1104
1105	1106	1107	1108	1109	1110
1111	1112	1113	1114	1115	1116
1117	1118	1119	1120	1121	1122
1123	1124	1125	1126	1127	1128
1129	1130	1131	1132	1133	1134
1135	1136	1137	1138	1139	1140
1141	1142	1143	1144	1145	1146
1147	1148	1149	1150	1151	1152
1153	1154	1155	1156	1157	1158
1159	1160	1161	1162	1163	1164
1165	1166	1167	1168	1169	1170
1171	1172	1173	1174	1175	1176
1177	1178	1179	1180	1181	1182
1183	1184	1185	1186	1187	1188
1189	1190	1191	1192	1193	1194
1195	1196	1197	1198	1199	1200
1201	1202	1203	1204	1205	1206
1207	1208	1209	1210	1211	1212
1213	1214	1215	1216	1217	1218
1219	1220	1221	1222	1223	1224
1225	1226	1227	1228	1229	1230
1231	1232	1233	1234	1235	1236
1237	1238	1239	1240	1241	1242
1243	1244	1245	1246	1247	1248
1249	1250	1251	1252	1253	1254
1255	1256	1257	1258	1259	1260
1261	1262	1263	1264	1265	1266
1267	1268	1269	1270	1271	1272
1273	1274	1275	1276	1277	1278
1279	1280	1281	1282	1283	1284
1285	1286	1287	1288	1289	1290
1291	1292	1293	1294	1295	1296
1297	1298	1299	1300	1301	1302

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfreda Dood Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
28	E. Request forms are available to offenders.		C		
29	F. Offender funds are kept in a property.		C		
30	A. Inventory personal property/funds is maintained.		C		
31	B. Funds/valuables documented on receipt.		C		
32	C. Offenders property searched for contraband.		C		
33	E. Offender funds are deposited into the appropriate account.		C		
34	F. Offender personal property is appropriately secured.		C		
35	B. Contraband is not in custody.		C		
36	A. Only MDOC approved items are stocked in Commissary.		C		
37	F. Offender files.		C		
38	A. Offender file present/created for each new arrival.		C		
39	B. Offender files contain documents generated during custody.		C		
40	C. Offender files maintained in a secure area.		C		
41	Physical Plant				
42	Physical Plant				
	Security officer posts located in or immediately adjacent to offender living areas to permit officers to see or hear and respond promptly to emergency situations.				
43	A.		C		
	Personal contact and interaction between staff and offenders is required and facilitated.				
44	B.		C		

2

DEF-311932

On-Site Contract Monitoring Worksheet

Alfreda Dodd Compliance Officer

1

EMOF May 2017

2

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/Comments	Due Date
Institutional Operations:				
43	Emergency Plans:			
45	A. Staff trained, and able to identify signs of offender unrest.	C		
47	B. Written plans locate emergency shut off valves and switches.	C		
48	C. Evacuation routes primary and secondary.	C		
49	D. A complete set of emergency plans is up to date and available.	C		
50	E. Facility conducts mock emergency exercises throughout the year to test specific plans.	C		
51	F. Staff work stoppage plan is available.	C		
52	G. The facility meets annually with local, state, & federal officials to discuss the facility meets annually with local, state, & federal officials to discuss	C		
53	H. Environmental Health and Safety:			
54	A. System for storing/issuing/maintaining hazardous materials.	C		
55	B. Complete inventories of hazardous materials maintained.	C		
56	C. A complete list of MSDS readily accessible to staff and offenders.	C		
57	D. Fire prevention/control/evacuation plan.	C		
58	E. Fire alarm system is operational.	C		
59	F. Conduct fire/evacuation drills according to schedule/standard.	C		
60	G. Staff trained to prevent contact with blood and bodily fluids.	C		
61	H. Emergency generators are tested bi-weekly.	C		
62	I. Every employee and offender using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	C		
63	J. Safety Office (or officer) maintains files of inspection reports, including corrective actions taken.	C		
64	K. Facility appears clean and well maintained.			
65	L. All flammable and combustible materials (liquid and aerosol) are stored and used according to label recommendations.	NC	housing unit pickets windows on out side of each recreation yard is in need of serious cleaning of windows.	
66	M. Transportation:	C		
67	A. Documentation indicating safety repairs are completed immediately and vehicles are not used until they have been repaired and inspected, is available for review.	C		
68	B. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	C		
69	C. Vehicles have 2 way radios, cellular telephones, equipment boxes in accordance with the Use of Force standard.	C	Transportation officers have access to cell phones	

3

DEF-311933

EMCF May 2017

Alfredia Dodd Compliance Officer

	Rating	Corrective Action Required / Comments	Due Date
3	F	C	
70	C		

4

DEF-311934

On-Site Contract Monitoring Worksheet

1

2

EMCF May 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/Comments	Due Date
71	12			
72	A	C		
73	B	C		
74	C	C		
75	13			
76	A	C		
77	B	C		
78	C	NC/NA		
79	D	C		
80	E	C		
81	F	C		
82	G	NC	have not observed staff checking ID for entrance and exiting	
83	H	C		
84	I	C		
85	J	C		
86	K	C		
87	L	C		
88	M	NC	Have observed maintenance cart being checked not sure if inspected for departure.	
89	N	C		
90	O	C		
91	P	NA		
92	Q	C		
93	R	C		
94	S	C		
95	T	C		
96	U	C		
97	V	C		
98	W	C		
99	X	C		
100	Y	C		
101	Z	C		
102	AA	C		
103	AB	C		
104	AC	C		
105	AD	C		
106	AE	C		
107	AF	C		
108	AG	C		
109	AH	C		
110	AI	C		
111	AJ	C		
112	AK	C		
113	AL	C		
114	AM	C		
115	AN	C		
116	AO	C		
117	AP	C		
118	AQ	C		
119	AR	C		
120	AS	C		
121	AT	C		
122	AU	C		
123	AV	C		
124	AW	C		
125	AX	C		
126	AY	C		
127	AZ	C		
128	BA	C		
129	BB	C		
130	BC	C		
131	BD	C		
132	BE	C		
133	BF	C		
134	BG	C		
135	BH	C		
136	BI	C		
137	BJ	C		
138	BK	C		
139	BL	C		
140	BM	C		
141	BN	C		
142	BO	C		
143	BP	C		
144	BQ	C		
145	BR	C		
146	BS	C		
147	BT	C		
148	BU	C		
149	BV	C		
150	BW	C		
151	BX	C		
152	BY	C		
153	BZ	C		
154	CA	C		
155	CB	C		
156	CC	C		
157	CD	C		
158	CE	C		
159	CF	C		
160	CG	C		
161	CH	C		
162	CI	C		
163	CJ	C		
164	CK	C		
165	CL	C		
166	CM	C		
167	CN	C		
168	CO	C		
169	CP	C		
170	CQ	C		
171	CR	C		
172	CS	C		
173	CT	C		
174	CU	C		
175	CV	C		
176	CW	C		
177	CX	C		
178	CY	C		
179	CZ	C		
180	DA	C		
181	DB	C		
182	DC	C		
183	DD	C		
184	DE	C		
185	DF	C		
186	DG	C		
187	DH	C		
188	DI	C		
189	DJ	C		
190	DK	C		
191	DL	C		
192	DM	C		
193	DN	C		
194	DO	C		
195	DP	C		
196	DQ	C		
197	DR	C		
198	DS	C		
199	DT	C		
200	DU	C		
201	DV	C		
202	DW	C		
203	DX	C		
204	DY	C		
205	DZ	C		
206	EA	C		
207	EB	C		
208	EC	C		
209	ED	C		
210	EE	C		
211	EF	C		
212	EG	C		
213	EH	C		
214	EI	C		
215	EJ	C		
216	EK	C		
217	EL	C		
218	EM	C		
219	EN	C		
220	EO	C		
221	EP	C		
222	EQ	C		
223	ER	C		
224	ES	C		
225	ET	C		
226	EU	C		
227	EV	C		
228	EW	C		
229	EX	C		
230	EY	C		
231	EZ	C		
232	FA	C		
233	FB	C		
234	FC	C		
235	FD	C		
236	FE	C		
237	FF	C		
238	FG	C		
239	FH	C		
240	FI	C		
241	FJ	C		
242	FK	C		
243	FL	C		
244	FM	C		
245	FN	C		
246	FO	C		
247	FP	C		
248	FQ	C		
249	FR	C		
250	FS	C		
251	FT	C		
252	FU	C		
253	FV	C		
254	FW	C		
255	FX	C		
256	FY	C		
257	FZ	C		
258	GA	C		
259	GB	C		
260	GC	C		
261	GD	C		
262	GE	C		
263	GF	C		
264	GG	C		
265	GH	C		
266	GI	C		
267	GJ	C		
268	GK	C		
269	GL	C		
270	GM	C		
271	GN	C		
272	GO	C		
273	GP	C		
274	GQ	C		
275	GR	C		
276	GS	C		
277	GT	C		
278	GU	C		
279	GV	C		
280	GW	C		
281	GX	C		
282	GY	C		
283	GZ	C		
284	HA	C		
285	HB	C		
286	HC	C		
287	HD	C		
288	HE	C		
289	HF	C		
290	HG	C		
291	HH	C		
292	HI	C		
293	HJ	C		
294	HK	C		
295	HL	C		
296	HM	C		
297	HN	C		
298	HO	C		
299	HP	C		
300	HQ	C		
301	HR	C		
302	HS	C		
303	HT	C		
304	HU	C		
305	HV	C		
306	HW	C		
307	HX	C		
308	HY	C		
309	HZ	C		
310	IA	C		
311	IB	C		
312	IC	C		
313	ID	C		
314	IE	C		
315	IF	C		
316	IG	C		
317	IH	C		
318	II	C		
319	IJ	C		
320	IK	C		
321	IL	C		
322	IM	C		
323	IN	C		
324	IO	C		
325	IP	C		
326	IQ	C		
327	IR	C		
328	IS	C		
329	IT	C		
330	IU	C		
331	IV	C		
332	IW	C		
333	IX	C		
334	IY	C		
335	IZ	C		
336	JA	C		
337	JB	C		
338	JC	C		
339	JD	C		
340	JE	C		
341	JF	C		
342	JG	C		
343	JH	C		
344	JI	C		
345	JJ	C		
346	JK	C		
347	JL	C		
348	JM	C		
349	JN	C		
350	JO	C		
351	JP	C		
352	JQ	C		
353	JR	C		
354	JS	C		
355	JT	C		
356	JU	C		
357	JV	C		
358	JW	C		
359	JX	C		
360	JY	C		
361	JZ	C		
362	KA	C		
363	KB	C		
364	KC	C		
365	KD	C		
366	KE	C		
367	KF	C		
368	KG	C		
369	KH	C		
370	KI	C		
371	KJ	C		
372	KK	C		
373	KL	C		
374	KM	C		
375	KN	C		
376	KO	C		
377	KP	C		
378	KQ	C		
379	KR	C		
380	KS	C		
381	KT	C		
382	KU	C		
383	KV	C		
384	KW	C		
385	KX	C		
386	KY	C		
387	KZ	C		
388	LA	C		
389	LB	C		
390	LC	C		
391	LD	C		
392	LE	C		
393	LF	C		
394	LG	C		
395	LH	C		
396	LI	C		
397	LJ	C		
398	LK	C		
399	LL	C		
400	LM	C		
401	LN	C		
402	LO	C		
403	LP	C		
404	LQ	C		
405	LR	C		
406	LS	C		
407	LT	C		
408	LU	C		
409	LV	C		
410	LW	C		
411	LX	C		
412	LY	C		
413	LZ	C		
414	MA	C		
415	MB	C		
416	MC	C		
417	MD	C		
418	ME	C		
419	MF	C		
420	MG	C		
421	MH	C		
422	MI	C		
423	MJ	C		
424	MK	C		
425	ML	C		
426	MM	C		
427	MN	C		
428	MO	C		
429	MP	C		
430	MQ	C		
431	MR	C		
432	MS	C		
433	MT	C		

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfreda Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required/Comments	Due Date
99	115 Key and Lock Control			
100	A. Maintain inventories of all keys/locks/locking devices.	C		
101	B. Emergency keys are available for all areas of the facility.	C		
102	C. Chit system used to issue security equipment/keys/radios.	C		
103	D. Policy regarding restricted keys present and followed by staff.	C		
104	E. Facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	C		
105	F. Locks and locking devices are continually inspected, maintained, and inventoried.	C		
106	116 Offender Counts			
107	A. Staff conduct formal count at least once per 8 hour shift/ 3x per day.	C	counts are conducted improperly	
108	B. Recount conducted when incorrect count is reported.	C		
109	C. Face to photo count conducted as necessary.	NC	staff are not utilizing ID of inmates during count	
110	D. Each offender positively identified during count.	NC		
111	117 Post Orders			
112	A. Every post has a post order, current & signed by the facility administrator.	C		
113	B. Housing unit officers record offender activity in a log as directed by MDOC SOP.	C		
114	C. Supervisor visits each housing area once per shift.	NC		
115	D. Staff sign post orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.	C	staff states when working same post donot have to sign everyday.	
116	E. Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.	C		
117	118 Special Management Units			
118	A. Written order/detention notice accompanies offender placed in SMU.	NC	not being completed on all offenders	
119	B. SMU reviews are conducted in a timely manner (7/30/other).	C		
120	C. Verify that no offenders are double celled in segregation without authorization of DCI.	C		
121	D. Admin SMU offenders enjoy same privileges as gen pop.	C		
122	E. Offenders in SMU have access to legal materials.	C		
123	F. Offenders in SMU retain visiting privileges.	C		
124	G. Maintain a permanent log regarding offender related activities.	C		
125	H. Written order accompany offender placed in disciplinary SMU.	NC	paper work not being completed by all staff	
126	I. Offenders in disciplinary SMU have access to legal materials.	C		

6

DEF-311936

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

128	129	130	131	CONTRACT MONITORING ASSESSMENT	Rating G/C/NA	Corrective Action Required/Comments	Due Date
				Offenders in disciplinary SWJ retain designated privileges as per MDOC SOP.			
				I. The facility administrator (or designee) visits each SWJ daily.	G		
				J. A health care provider visits offenders in a SWJ as per MDOC SOP, and offenders are provided any medications prescribed for them.	C		
				K. When a offender has been held in Admin segregation for more than 30 days, the facility administrator notifies MDOC.	C	MDOC waited on proper documentation complete to get a approval or denial on offenders.	
				L. When a offender has been held in Admin segregation for more than 30 days, the facility administrator notifies MDOC.	NC		

7

DEF-311937

On-Site Contract Monitoring Worksheet

Alfredia Dodd Compliance Officer

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2

EMCF May 2017

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required / Comments	Due Date
159	B. Legal materials/law library current and available for offenders consistent with MDOC SOP.	C		
160	C. Offender access provided to include SMU.	C		
161	D. Denials documented.	C		
162	A. Offender provided with offender transfer notification form.	C		
163	B. Health records/transfer summary accompany offender.	C		
164	C. Funds and personal property accompany offender.	C		
165	D. Offender file/information accompanies each offender.	C		

9

DEF-311939

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfreda Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT			Rating	Corrective Action Required / Comments	Due Date
			F		
167	124.	Food Service			
168	A.	Post orders in place and signed.	C		
169	B.	Appropriate food temperatures are maintained for both hot and cold food and food storage with temperatures logged.	NC	on 5-15-17 serving line were not on nor was water in pans to keep food at proper temperature. Supervisor Taylor.	
170		Freezer temperature 0 degrees.	C		
171		Refrigerators 35 to 45 degrees.	C		
172		Dry storage 45 to 85 degrees.	C		
173		Dishwasher final rinse 180 degrees w/o sanitizer.	C		
174		Dishwasher rinse w/sanitizer 140 to 180 degrees.	C		
175		Equipment and chemical logs are in place.	C		
176		Sanitation supplies are issued according to policy/procedure.	C		
177		Food Service department maintained at a high level of sanitation.	NC	Serving trays had dry food on plastic trays.	
178		Offenders receive safety and appropriate equipment training prior to beginning work in department.	C		
179		Offenders are monitored daily for health and cleanliness, with documentation.	C		
180		Food Service offender workers exchange garments daily.	C		
181		Sharps and tool control inventory and procedures are in place.	C		
182		Facility has a standard MDOC approved menu cycle, 2800 calories per day.	C		
183		A registered dietician conducts nutritional analysis.	C		
184		Menu is served as scheduled all menu changes documented.	C		
185		Special diet/religious diet menu for authorized offenders.	C		
186		Weekly inspections conducted and documented.	C		
187		Hunger strikes			
188		Procedures for referring offender to medical if verbally refused or observed refusing to eat as per MDOC SOP.	C		
189		Staff receive training in identification of hunger strike.	C		
190		Process for determining reason for hunger strike.	C		
191		Medical Care			
192		Intake process includes medical and mental health screening.	C		
193		Sick call procedures established.	C		
194		Adequate medical staff available proportionate to population.	C		
195					
196					

10

DEF-311940

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

	CONTRACT MONITORING ASSESSMENT	Rating C/N/A	Corrective Action/Request/Comments	Due Date
197	D. Pharmaceuticals stored in a secure area.	C		
198	E. All offenders receive physical examination/assessment as per MDOC SOP.	C		
199	F. Sick call slips available in all housing areas.	C		
200	G. The facility has a written plan for 24 hour emergency health care when no medical staff are on-duty or when immediate outside medical attention is required.	C		
201	H. Medical records are available and transferred with the offender.	C		
202	I. Records are maintained of medication distribution.	C		
203	J. All sharps are under strict control and accountability.	C		
204	K. A sharps container is used to dispose of used sharps.	C		
205	L. The medical department is maintained at a high level of sanitation.	C		

11

DEF-311941

On-Site Contract Monitoring Worksheet

1

EMCF May 2017

Alfreda Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required / Comments	Due Date
207	A. Clothing provided upon intake and exchanged weekly.	C		
208	B. Sheets and towels exchanged weekly.	C		
209	C. Climate appropriate clothing issued and maintained in good repair.	NC	offenders complain of not being able to receive their state issue	
210	D. Facility provides and replenishes personal hygiene items as needed, at no cost to offender.	C		
211	E. Offenders are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, shampoo, toothbrush, toothpaste...	C		
212	F. Offender housekeeping meets standards for neatness, cleanliness and sanitation.	NC	Housing unit thru out facility offenders cells are not all meeting house keeping standard for neatness and cleanliness.	
213	G. Showers operate between 100 degrees and 120 degrees.	C		
214	H. Showers meet ADA standards and requirements.	C		
215	I. Suicide Prevention and Intervention			
216	A. The facility has a written suicide prevention and intervention program approved and signed by the health authority and facility administrator which is reviewed annually.	C		
217	B. Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program and annually thereafter.	C		
218	C. The facility has a designated and approved isolation room for evaluation and treatment.	C		
219	D. Staff observes and documents the status of a suicide-watch offender at least once every 15 minutes.	C		
220	E. Offenders who are chronically or terminally ill are transferred to an appropriate off-site facility.	C		
221	A. There is a policy addressing Do Not Resuscitate Orders.	C		
222	B. The facility has written procedures detailing the proper notifications.	C		
223	C. Offender Handbook	C		
224	D. Staff aware of handbook contents and follow procedures.	C		
225	A. Available to offenders in a language and/or manner that they can understand.	C		
226	B. Handbook is updated as necessary.	C		
227	C. Orientation material available to and explained inmate offenders.	C		
228	D.	C		

12

DEF-311942

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required / Comments	Due Date
229	Grievance System			
230	A. Grievance procedures in place.	C		
231	B. Staff awareness of procedures for emergency grievances.	C		
232	C. Grievance log is utilized.	C		
233	D. Staff forward any grievances that include staff misconduct to MDOC.	NA		
234	E. Informal resolution to a offender grievance documented in detention file.	NA		
235	Admission and Release			
236	A. MDOC information is available for initial classification	C		
237	B. Medical screening taking place within timeframes.	C		
238	C. Inventory offender personal effects.	C		
239	D. Offender funds accountability in place for admin/release.	C		
240	E. Appropriate clothing and bedding issued.	C		
241	F. Request for Residential Services Form provided to Contractor	C		
242	G. Complete copy of offender record furnished to MDOC by Contractor.	C		
243	H. Within 90 days and at 6 month intervals, offender progress, adjustment and recommendations furnished to MDOC.	C		
244	I. Access furnished to MDOC to Facility into system.	C		

13

DEF-311943

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

3	CONTRACT MONITORING ASSESSMENT	F	Rating C/NC/NA	Corrective Action Required / Comments	Due Date
33	Classification System				
34	A. All offenders classified appropriately upon arrival.	C			
35	B. Reassessment and reclassification processes in place.	C			
36	C. Housing assignments are based upon classification.	C			
37	D. Work assignments are based upon classification system.	NC			
38	Offenders are assigned to classification and programs as required by MDOC.				
39	Offenders are verified via Offendertrak.	NC		staff request and work program information is not completed	
40	F. Verify monthly offender contact with the case manager.	C			
41	Review offenders pending placement in the Behavior Modification Program and verify MDOC SOP time frame compliance.				
42	G. Program and verify MDOC SOP time frame compliance.	N/A			
43	Check offenders assigned to sensitive job placements to verify appropriate classification.			offenders are not being properly reviewed and placed	
44	Verify that offenders that work off-site are classified appropriately and qualified.	NC		all proper documentation not completed to also show drug test has been completed and loaded in offendertrak	
45	I. Verify that offenders assigned to computer jobs meet MDOC SOP guidelines.	NA			
46	J. Sexual Abuse and Assault Prevention and Intervention	NA			
47	The facility has a Sexual Abuse and Assault Prevention and Intervention Program.				
48	A. Offenders are advised of the program.	C			
49	B. All staff are trained, initially and in annual refresher training, in the prevention and intervention areas.	C			
50	C. Sexual Assault Awareness Notice is posted on all housing unit bulletin boards.	C			
51	D. boards.	C			
52	Offender Programs				
53	Correspondence and other Mail				
54	A. Incoming mail screened and delivered daily.	C			
55	B. Outgoing mail screened for contraband.	C			
56	C. Legal mail opened in front of offender.	C			
57	D. Incoming funds processed properly.	C			
58	Rules for correspondence and other mail posted or annotated in offender handbook.	C			
59	E. handbook.	C			
60	F. Facility has a system for offenders to purchase postage.	C			
61	G. SMU has same correspondence privileges as general population.	C			
62	Registration				

14

DEF-311944

On-Site Contract Monitoring Worksheet

1

2 EMCF May 2017

Alfredia Dodd Compliance Officer

3 CONTRACT MONITORING ASSESSMENT		Rating	Corrective Action Required	Comments	Due Date
271	A. Outdoor/indoor recreation is provided.	C			
272	B. Access to outdoor recreation activities permitted any/mn daily weather permitting with documentation.	C			
273	C. Staff conduct daily searches of recreation areas.	C			
274	D. In unit activities are available.	C			
275	37 Religious practices.				
276	A. Offenders are allowed to engage in religious services.	C			
277	B. Authorized religious items are allowed in offender possession.	C			

15

DEF-311945

On-Site Contract Monitoring Worksheet

EMCF May 2017

Alfredia Dodd Compliance Officer

	F	Rating C/N/C/NA	Corrective Action Required / Comments	Due Date
278 38 CONTRACT MONITORING ASSESSMENT				
279 A. Telephone Access	C			
280 B. Upon intake, offenders are made aware of phone policies.	C			
281 C. Out of order phones reported and maintenance notified.	C			
282 D. Telephones inspected regularly by staff.	NC			
283 E. Telephone access rules posted in each housing unit.	C			
284 F. Emergency phone call messages delivered to offenders.	C			
285 G. Special access calls are available to offenders.	C			
286 H. Notification of telephone monitoring posted by unit phones.	NC		this is coming off the wall in some areas	
287 I. Using Offendertrak select 10 offenders to verify that they were able to update their telephone list on the annual date of entry to MDOC.	C			
288 J. Visitation				
289 A. Written visitation schedule posted and accessible to the public.	NC			
290 B. General visitation log book maintained.	C			
291 C. Visitor dress code enforced.	C			
292 D. Facility complies with visitation schedule.	C			
293 E. Visitors are searched and identified per standards.	C			
294 F. Verify in Offendertrak via interviews with offenders opportunity to update visitation list.	C			
295 G. Using Offendertrak select 10 offenders to verify that visitors were registered in the system.	C			
296 H. Work Programs				
297 A. Facility has a work program.	C			
298 B. RPD first 90 days.	NA			
299 C. Counseling and mental health: alcohol/drug, chaplaincy, pre-release, literacy, individual counseling, other programs and services necessary to comply with ACA.	C			
300 D. Authority provides educational programs: compulsory, literacy, GED, ABE and special ed.	C			
301 E. Authority provides 5 separate vocations	C			
302 F. ABE curriculum meets MDOE.	C			
303 G. Substance abuse treatment consistent with MDOC similar population.	C			
304 H. Facility maintains documentation of all work assignments/classification levels.	NC			
305 I. Facility complies with work hour and pay requirements for offenders.	NA			
306 J. Offenders are medically screened to participate where required.	C			
307 K. Offenders receive proper training and safety equipment.	C			

15

DEF-311946

On-Site Contract Monitoring Worksheet

Alfreda Dodd Compliance Officer

EMCF May 2017

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2

CONTRACT MONITORING ASSESSMENT

L. All offenders are appropriately assigned to work and/or programs.

307

308

Rating

F, C, NC, NA

NC

Corrective Action Required/Comments

staff requests are incomplete.

Due Date

17

DEF-311947

Mississippi Department of Corrections
On-Site Contract Monitoring Worksheet

EMCF June 2017

CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
Administration & Management			C/NG/NA		
1	Staffing Pattern				
6	A. Comprehensive staffing analysis determines staffing needs and plans.	C			
7	B. Essential posts and positions are filled with qualified personnel.	C			
8	C. Personnel hired after background check in compliance with MDOC policy and procedures.	C			
9	D. Personnel vacancies filled within 30 days.	C			
10	E. Authority notifies MDOC of any position vacant longer than 30 days.	C			
11	F. Authority and/or Operator has a random drug screening program of employees working at the facility.	C			
12	G. Orientation and training program of employees per ACA.	C			
13	H. Personnel subject to testing for contagious disease per State Board of Health.	C			
14	2. Staff Training				
15	A. The facility conducts appropriate orientation, initial training, and annual training for all staff, contractors, and volunteers.	C			
16	B. Staff training is conducted according to a regular schedule with sufficient classes to maintain pre-service and in-service training hour compliance.	C			
17	3. Quality Control				
18	A. Contract Facility QCP in place.				
19	B. Contract Facility reports shared with CM.	NA			
20	C. Subcontractor QCPs in place.	NA			
21	D. Subcontractor QCPs reports shared with MDOC personnel.	NA			
22	E. Using Offendertrak randomly select a sample no less than 10 employees, volunteers, and contract workers and verify that their information has been entered in Offendertrak as required by SOP.	NC		all staff has not been entered into Offendertrak	
23	4. Staff-Offender Communication				
24	A. Housing unit rounds conducted frequently by housing unit security staff.	C			
25	B. Housing unit rounds conducted daily by Unit Management staff.	C			
26	C. Offender requests answered within MDOC requirements.	C			
27	D. Members of facility management visit housing units and interact with offenders.	C			

DEF-311948

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating C/N/C/NA	Corrective Action Required / Comments	Due Date
28	E. Request forms are available to offenders.		C		
29	5. Offender Funds and Personal Property				
30	A. Inventory personal property/funds is maintained.		C		
31	B. Funds/valuables documented on receipt.		C		
32	C. Offenders property searched for contraband.		C		
33	E. Offender funds are deposited into the appropriate account.		C		
34	F. Offender personal property is appropriately secured.		C		
35	6. Commissary				
36	A. Only MDOC approved items are stocked in Commissary.		C		
37	7. Offender Files				
38	A. Offender file present/created for each new arrival.		C		
39	B. Offender files contain documents generated during custody.		C		
40	C. Offender files maintained in a secure area.		C		
41	8. Physical Plant				
	A. Security officer posts located in or immediately adjacent to offender living areas to permit officers to see or hear and respond promptly to emergency situations.		C		
42	B. Personal contact and interaction between staff and offenders is required and facilitated.		C		

2

DEF-311949

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating C/N/CINA	Corrective Action Required / Comments	Due Date
9. Emergency Plans		Institutional Operations			
45	A. Staff trained, and able to identify signs of offender unrest.		C		
46	B. Written plans locate emergency shut off valves and switches.		C		
47	C. Evacuation routes primary and secondary.		C		
48	D. A complete set of emergency plans is up to date and available.		C		
49	E. Facility conducts mock emergency exercises throughout the year to test specific plans.		C		
50	F. Staff work stoppage plan is available.		C		
51	G. The facility meets annually with local, state, & federal officials to discuss MOUs and cooperative contingency plans.		C		
52	10. Environmental, Health and Safety				
53	A. System for storing/issuing/maintaining hazardous materials.		C		
54	B. Complete inventories of hazardous materials maintained.		C		
55	C. A complete list of MSDS readily accessible to staff and offenders.		C		
56	D. Fire prevention/control/evacuation plan.		C		
57	E. Fire alarm system is operational.		C		
58	F. Conduct fire evacuation drills according to schedule/standard.		C		
59	G. Staff trained to prevent contact with blood and bodily fluids.		C		
60	H. Emergency generators are tested bi-weekly.		C		
61	I. Every employee and offender using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.		C		
62	J. Safety Office (or officer) maintains files of inspection reports, including corrective actions taken.		C		
63	K. Facility appears clean and well-maintained.		NC	housing unit pickets windows on out side of each recreation yard is in need of serious cleaning of windows.	
64	L. All flammable and combustible materials (liquid and aerosol) are stored and used according to label recommendations.		C		
65	11. Transportation				
66	A. Documentation indicating safety repairs are completed immediately and vehicles are not used until they have been repaired and inspected, is available for review.		C		
67	B. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.		C		
68	C. Vehicles have 2 way radios, cellular telephones, equipment boxes in accordance with the Use of Force standard.		C	Transportation officers have access to cell phones	

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DEF-311950

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On-Site Contract Monitoring Worksheet

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On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

		CONTRACT MONITORING ASSESSMENT	F	Rating	Corrective Action Required / Comments	Due Date
99	116	Key and Lock Control				
100	A	Maintain inventories of all keys/locks/locking devices.		C		
101	B	Emergency keys are available for all areas of the facility.		C		
102	C	Chit system used to issue security equipment/keys/radios.		C		
103	D	Policy regarding restricted keys present and followed by staff.		C		
104	E	Facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.		C		
105	F	Locks and locking devices are continually inspected, maintained, and inventoried.		C		
106	117	Offender Counts				
107	A	Staff conduct formal count at least once per 8 hour shift/3x per day.		C	counts are conducted improperly	
108	B	Recount conducted when incorrect count is reported.		C		
109	C	Face to photo count conducted as necessary.		NC	staff are not utilizing ID of inmates during count	
110	D	Each offender positively identified during count.		NC		
112	117	Post Orders				
113	A	Every post has a post order, current & signed by the facility administrator.		NC	Picket 3 post order no signature	
114	B	Housing unit officers record offender activity in a log as directed by WDOC SOP.		C		
115	C	Supervisor visits each housing area once per shift.		NC		
116	D	Staff sign post orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.		C	staff states when working same post don't have to sign everyday.	
117	E	Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.		C		
118	118	Special Management Units				
119	A	Written order/detention notice accompanies offender placed in SMU.		NC	not being completed on all offenders	
120	B	SMU reviews are conducted in a timely manner (7/30/other).		C		
121		Verify that no offenders are double called in segregation without authorization of DCI.		C		
122	C	Admin SMU offenders enjoy same privileges as gen pop.		C		
123	D	Offenders in SMU have access to legal materials.		C		
124	E	Offenders in SMU retain visiting privileges.		C		
125	F	Maintain a permanent log regarding offender related activities.		C		
126	G	Written order accompany offender placed in disciplinary SMU.		NC	paper work not being completed by all staff	
127	H	Offenders in disciplinary SMU have access to legal materials.		C		

DEF-311953

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
128	I. Offenders in disciplinary SMU retain designated privileges as per MDOC SOP.		C		
129	J. The facility administrator (or designee) visits each SMU daily. A health care provider visits offenders in a SMU as per MDOC SOP, and offenders are provided any medications prescribed for them.		C		
130	K. When a offender has been held in Admin Segregation for more than 30 days, the facility administrator notifies MDOC.		C	MDOC waited on proper documentation complete to get a approval or denial on offenders	
131	O.		NC		

7

DEF-311954

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
132	19 Tool Control				
133	A. Tool inventories conducted as specified.		C		
134	B. Tools marked and readily identifiable.		C		
135	C. Procedures for issuance of tools to staff and offenders.		C		
136	D. Inventory made of all tools by contractors prior to enter and exit.		NC	have not observed will follow up	
137	E. There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.		C		
138	F. Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.		C		
139	G. Department heads are responsible for implementing proper tool control procedures as per MDOC SOP.		C		
140	20 Use of Physical Force and Restraints				
141	A. Policy governing immediate/calculated use of force consistent with MDOC.		C		
142	B. All use of force incidents documented and reviewed.		NC	not received UPF for review of packet	
143	C. Use of Force consistent with law and MDOC, incident report prepared and MDOC notified asap by phone/fax, contract monitor notified		C	only see UOF when reading EOR daily	
144	D. Incident reports, other than critical, furnished w/in 1 week		NC	several times my supervisor have been notified as	
145	E. Video tapes of incidents preserved/catalogued as per MDOC.		C		
146	F. Offender is seen by medical immediately after incident.		C		
147	G. Facility subscribes to prescribed confrontation avoidance procedures.		C		
148	H. Staff trained in use of force techniques.		C		
149	I. Appropriate procedures in place for using 4 and/or 5 point restraints.		C		
150	J. Medical staff consulted prior to calculated use of force situations.		C		
151	21 Disciplinary System				
152	A. Rules of conduct/sanctions provided in writing.		C		
153	B. Investigation of rule violations is conducted as per MDOC SOP.		C		
154	C. Disciplinary hearings held within 7 days unless there is written justification.		C		
155	D. Disciplinary sanctions are in accordance with standards.		C		
156	E. Staff representation available.		C		
157	22 Law, Libraries and Legal Material				
158	A. Adequate equipment is available for offenders.		C		
159	B. Legal materials/law library current and available for offenders consistent with MDOC SOP.		C		

8

DEF-311955

On-Site Contract Monitoring Worksheet

Alfredia Dodd Compliance Officer

EMCF June 2017		CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
180	C.	Offender access provided to include SMU.		C			
181	D.	Denials documented.		C			
182	23	Transfer of Offenders					
183	A.	Offender provided with offender transfer notification form.		C			
184	B.	Health records/transfer summary accompany offender.		C			
185	C.	Funds and personal property accompany offender.		C			
186	D.	Offender file/information accompanies each offender.		C			

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating C/NG/NA	Corrective Action Required / Comments	Due Date
167	24. Food Service				
168	A. Post orders in place and signed.		C		
169	B. Appropriate food temperatures are maintained for both hot and cold food and food storage with temperatures logged.		NC	heating elements on serving line not working food had to be pulled on 6-29-17 was not at correct temperature	
170	C. Freezer temperature 0 degrees.		C		
171	D. Refrigerators: 35 to 45 degrees.		C		
172	E. Dry storage: 45 to 85 degrees.		C		
173	F. Dishwasher final rinse: 180 degrees w/o sanitizer.		C		
174	G. Dishwasher rinse w/sanitizer 140 to 160 degrees.		C		
175	H. Equipment and chemical logs are in place.		C		
176	I. Equipment and chemical inventories are accurate.		C		
177	J. Sanitation supplies are issued according to policy/procedure.		C		
178	K. Food Service department maintained at a high level of sanitation.		NC	Serving trays had dry food on plastic trays.	
179	L. Offenders receive safety and appropriate equipment training prior to beginning work in department.		C		
180	M. Offenders are monitored daily for health and cleanliness, with documentation.		C		
181	N. Food Service offender workers exchange garments daily.		C		
182	O. Sharps and tool control inventory and procedures are in place.		C		
183	P. Facility has a standard MDOC approved menu cycle, 2900 calories per day.		C		
184	Q. A registered dietician conducts nutritional analysis.		C		
185	R. Menu is served as scheduled/all menu changes documented.		C		
186	S. Special diet/religious diet menu for authorized offenders.		C		
187	T. Weekly inspections conducted and documented.		C		
188	U. Hunger Strikes				
189	V. Procedures for referring offender to medical if verbally refused or observed refusing to eat as per MDOC SOP.		C		
190	W. Staff receive training in identification of hunger strike.		C		
191	X. Process for determining reason for hunger strike.		C		
192	Y. Medical Care				
193	Z. Intake process includes medical and mental health screening.		C		
194	AA. Sick call procedures established.		C		
195	BB. Adequate medical staff available proportionate to population.		C		
196					

10

DEF-311957

1 On-Site Contract Monitoring Worksheet
2 EMCF June 2017

Alfredia Dodd Compliance Officer

		CONTRACT MONITORING ASSESSMENT	F	Rating C/N/C/NA	Corrective Action Required/ Comments	Due Date
197	D.	Pharmaceuticals stored in a secure area.	C	C		
198	E.	All offenders receive physical examination/assessment as per MDOC SOP.	C	C		
199	F.	Sick call slips available in all housing areas.	C	C		
200	G.	The facility has a written plan for 24 hour emergency health care when no medical staff are on-duty or when immediate outside medical attention is required.	C	C		
201	H.	Medical records are available and transferred with the offender.	C	C		
202	I.	Records are maintained of medication distribution.	C	C		
203	J.	All sharps are under strict control and accountability.	C	C		
204	K.	A sharps container is used to dispose of used sharps.	C	C		
205	L.	The medical department is maintained at a high level of sanitation.	C	C		

11

DEF-311958

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfreda Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating	Corrective Action Required / Comments	Due Date
206	27. Personal Hygiene				
207	A. Clothing provided upon intake and exchanged weekly.		C		
208	B. Sheets and towels exchanged weekly.		C	offenders complain of not being able to receive their state issue	
209	C. Climate appropriate clothing issued and maintained in good repair.		NC		
210	D. Facility provides and replenishes personal hygiene items as needed, at no cost to offender.		C		
211	E. Offenders are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, shampoo, toothbrush, toothpaste.		C		
212	F. Offender housekeeping meets standards for neatness, cleanliness and sanitation.		NC	Housing unit thru out facility offenders cells are not all meeting house keeping standard for neatness and cleanliness.	
213	G. Showers operate between 100 degrees and 120 degrees.		C		
214	H. Showers meet ADA standards and requirements.		C		
215	28. Suicide Prevention and Intervention				
216	A. The facility has a written suicide prevention and intervention program approved and signed by the health authority and facility administrator which is reviewed annually.		C		
217	B. Every new staff member receives suicide prevention training. Suicide-prevention training occurs during the employee orientation program and annually thereafter.		C		
218	C. The facility has a designated and approved isolation room for evaluation and treatment.		C		
219	D. Staff observes and documents the status of a suicide-watch offender at least once every 15 minutes.		C		
220	29. Terminal Illness, Advanced Directives, and Death				
221	A. Offenders who are chronically or terminally ill are transferred to an appropriate off-site facility.		C		
222	B. There is a policy addressing Do Not Resuscitate Orders.		C		
223	C. The facility has written procedures detailing the proper notifications.		C		
224	30. Offender Handbook				
225	A. Staff aware of handbook contents and follow procedures.		C		
226	B. Available to offenders in a language and/or manner that they can understand.		C		
227	C. Handbook is updated as necessary.		C		
228	D. Orientation material available to and explained to illiterate offenders.		C		

12

DEF-311959

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating C/N/NA	Corrective Action Required / Comments	Due Date
229	31. Grievance System				
230	A. Grievance procedures in place.		C		
231	B. Staff awareness of procedures for emergency grievances.		C		
232	C. Grievance log is utilized.		C		
233	D. Staff forward any grievances that include staff misconduct to MDOC.		NA		
234	E. Informal resolution to a offender grievance documented in detention file.		NA		
235	32. Admission and Release				
236	A. MDOC information is available for initial classification.		C		
237	B. Medical screening taking place within timeframes.		C		
238	C. Inventory offender personal effects.		C		
239	D. Offender funds accountability in place for admin/release.		C		
240	E. Appropriate clothing and bedding issued.		C		
241	F. Request for Residential Services Form provided to Contractor.		C		
242	G. Complete copy of offender record furnished to MDOC by Contractor.		C		
243	H. Within 90 days and at 6 month intervals, offender progress, adjustment and recommendations furnished to MDOC.		C		
244	I. Access furnished to MDOC to facility info system.		C		

13

DEF-311960

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

		CONTRACT MONITORING ASSESSMENT	F	Rating C/NC/NA	Corrective Action Required / Comments	Due Date
245	33.	Classification System				
246	A.	All offenders classified appropriately upon arrival.	C			
247	B.	Reassessment and reclassification processes in place.	C			
248	C.	Housing assignments are based upon classification.	C			
249	D.	Work assignments are based upon classification system.	NC			
250	E.	Offenders are assigned to classification and programs as required by MDOC verified via Offendertrak.	NC		staff request and work program information is not completed	
251	F.	Verify monthly offender contact with the case manager.	NC		some offenders donot have up to date classification	
252	G.	Review offenders pending placement in the Behavior Modification Program and verify MDOC SOP time frame compliance.	N/A			
253	H.	Check offenders assigned to sensitive job placements to verify appropriate classification.	NC		offenders are not being properly reviewed and placed all proper documentation not completed to also show drug test has been completed and loaded in offendertrak	
254	I.	Verify that offenders that work off-site are classified appropriately and qualified.	NA			
255	J.	Verify that offenders assigned to computer jobs meet MDOC SOP guidelines.	NA			
256	34.	Sexual Abuse and Assault Prevention and Intervention				
257	A.	The facility has a Sexual Abuse and Assault Prevention and Intervention Program.	C			
258	B.	Offenders are advised of the program.	C			
259	C.	All staff are trained, initially and in annual refresher training, in the prevention and intervention areas.	C			
260	D.	Sexual Assault Awareness Notice is posted on all housing unit bulletin boards.	C			
261	35.	Offender Programs				
262	A.	Correspondence and Other Mail				
263	A.	Incoming mail screened and delivered daily.	C			
264	B.	Outgoing mail screened for contraband.	C			
265	C.	Legal mail opened in front of offender.	C			
266	D.	Incoming funds processed properly.	C			
267	E.	Rules for correspondence and other mail posted or annotated in offender handbook.	C			
268	F.	Facility has a system for offenders to purchase postage.	C			
269	G.	ISMU has same correspondence privileges as general population.	C			

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

CONTRACT MONITORING ASSESSMENT		F	Rating G/N/C/NA	Corrective Action Required / Comments	Due Date
270	36. Recreation				
271	A. Outdoor/indoor recreation is provided.		C		
272	B. Access to outdoor recreation activities permitted am/pm daily weather permitting with documentation.		C		
273	C. Staff conduct daily searches of recreation areas.		C		
274	D. In-unit activities are available.		C		
275	37. Religious Practices				
276	A. Offenders are allowed to engage in religious services.		C		
277	B. Authorized religious items are allowed in offender possession.		C		

On-Site Contract Monitoring Worksheet

EMCP June 2017

Alfredia Dodd Compliance Officer

		F	Rating C/NC/NA	Corrective Action Required / Comments	Due Date
3	CONTRACT MONITORING ASSESSMENT				
278	38. Telephone Access				
279	A. Upon intake, offenders are made aware of phone policies.		C		
280	B. Out of order phones reported and maintenance notified.		C		
281	C. Telephones inspected regularly by staff.		NC		
282	D. Telephone access rules posted in each housing unit.		C		
283	E. Emergency phone call messages delivered to offenders.		C		
284	F. Special access calls are available to offenders.		C		
285	G. Notification of telephone monitoring posted by unit phones. Using Offendertrak select 10 offenders to verify that they were able to update their telephone list on the annual date of entry to MDOC.		NC	this is coming off the wall in some areas	
286	H. Visitation		C		
287	39. Visitation				
288	A. Written visitation schedule posted and accessible to the public.		NC		
289	B. General visitation log book maintained.		C		
290	C. Visitor dress code enforced.		C		
291	D. Facility complies with visitation schedule.		C		
292	E. Visitors are searched and identified per standards.		C		
293	F. Verify in Offendertrak via interviews with offenders opportunity to update visitation list.		C		
294	G. Using Offendertrak select 10 offenders to verify that visitors were registered in the system.		C		
295	40. Work & Programs				
296	A. Facility has a work program.		C		
297	B. RIO first 90 days.		NA		
298	C. Counseling and mental health, alcohol/drug, chaplaincy, pre-release, literacy, individual counseling, other programs and services necessary to comply with ACA.		C		
299	D. Authority provides educational programs: compulsory, literacy, GED, ABE and special ed.		C		
300	E. Authority provides 5 separate vocations		C		
301	F. ABE curriculum meets MDOE		C		
302	G. Substance abuse treatment consistent with MDOC similar population. Facility maintains documentation of all work assignments/classification levels.		C		
303	H. Facility complies with work hour and pay requirements for offenders.		NC		
304	I. Offenders are medically screened to participate where required.		NA		
305	J. Offenders receive proper training and safety equipment.		C		
306	K.		C		

16

DEF-311963

JTX-0061

On-Site Contract Monitoring Worksheet

EMCF June 2017

Alfredia Dodd Compliance Officer

3	CONTRACT MONITORING ASSESSMENT		P	Rating	Corrective Action Required / Comments	Due Date
307	L. All offenders are appropriately assigned to work and/or programs.			C/NO/NA	staff requests are incomplete	
308				NC		

17

DEF-311964